

PATERSON SCHOOL DISTRICT No. 50
Benton County, Washington
September 1, 1991 Through August 31, 1993

Schedule Of Findings

1. Staff Mix Reporting Should Be Improved

Our review of staff mix reporting at Paterson School District No. 50 showed three of the four certificated personnel files did not have adequate supporting documentation for the levels of education or years of experience as reported to the Superintendent of Public Instruction (SPI). Two files did not have transcripts supporting degrees, and two files had credits reported incorrectly. One file did not contain documentation to support years of experience. Only one of these errors effects placement on the salary schedule.

Washington Administrative Code 392-121-280 states in part:

School districts shall have documentation on file and available for review which substantiates each certified employee's placement on the state-wide salary allocation schedule

Staff mix factors are an integral part of the state funding formula for school districts. If these factors are not accurately reported, SPI cannot distribute basic education funds in accordance with legislative intent and requirements.

The district officials were not aware that academic credits and years experience were incorrectly reported. Errors in the records allows for inaccurate information to be carried forward to the next year.

We recommend the district obtain adequate documentation of education and professional experience, review all certificated personnel records, and make necessary corrections.